



**Administration  
Division**

**Administration Division  
Functions**

**Business  
Services**

Administrative Policies  
& Procedures  
Accounts Payable/  
Accounts Receivable  
Fixed Assets  
Budgeting & Purchasing  
NCAS Agency Mgt.  
Financial Reporting  
OSC Receptionist/  
Switchboard  
Building Maintenance/  
Security  
Agency Cash Mgt.

**Personnel  
Services**

Personnel Policies &  
Procedures  
Recruitment & Selection  
Performance Mgt.  
Employee Benefits  
Employee Relations  
Equal Employment  
Opportunity Training  
Maintenance of  
Personnel Records  
Compensation

**Electronic  
Commerce Prog.**

Strategic Planning  
Vendor Management  
Policies & Procedures  
Coordinator  
Marketing, Training and  
Education  
Regulate Compliance  
Coordinate with other  
government and external  
bodies, including State  
Treasurer's Office, CIO,  
NACHA, etc.

**External Comm. &  
Admin. Services**

Committee Representation  
for OSC  
Fiscal Research Contact  
Legislative Package  
Preparation  
Legislative Presentations  
Public Records Compliance  
Media & Public Inquiry  
Response  
Attorney General Requests  
Coordination with other  
Governmental & External  
Bodies including CIOC,  
GASB, AGA, CPA Board,  
etc.  
Planning & Scheduling  
Public Contact  
Correspondence  
Records & Reports  
Special Projects